



Best Foot Forward

Bringing sustainability down to earth

Work Life Balance

Administrator

Best Foot Forward is an award winning sustainability and footprinting consultancy and we are looking for an administrator to join our team.

Best Foot Forward is a small, growing, privately owned firm which specialises in

- carbon footprinting
- ecological footprinting
- materials flow accounting
- lifecycle inventories.

Having developed and consolidated a range of methodologies for assessing the sustainability of regions, organisations and products, we are now using these techniques with businesses and the public sector to improve their performance. We have an impressive list of clients and need an administrator to support our activities. This is an interesting and varied full time post with great opportunities to develop the role. It would suit an enthusiastic all-rounder with a 'can do' attitude.

Job role:

- Supporting a small management team including diary management and travel arrangements
- Receiving and directing post and phone calls
- Financial administration (Quickbooks) including purchase ledger, accounts payable, petty cash, staff expenses, credit control.
- Human resources administrative support.
- Project management support
- General filing
- Minutes taking at internal meetings
- Updating and maintaining the CRM (database)
- Servicing sales requests for our standard software and games products
- General housekeeping including maintaining all office supplies in line with our ethical policy. Managing equipment failures and organising appropriate service providers for general works.
- Managing bookings and administrative support for training events.
- Assisting with maintenance of reference library of technical documents
- Website maintenance

Essential skills/experience:

- Experience in an administrative role
- Experience of using Microsoft Office, in particular Word and Outlook
- Good attention to detail and accuracy
- Ability to manage competing demands

Desired skills/experience

- Interest in sustainability
- Experience of IT and computer networks
- Experience of book-keeping

Best Foot Forward have a strong commitment to a good work-life balance and believe in recruiting staff who will add to the unique character of the company. For this job, the salary will be dependent on experience, in line with the market rate and inclusive of a non-contributory pension scheme.

To apply please submit your CV and a covering document. All applications must address the above listed skills and experience requirements. As a small company our time is precious, so please only submit an application if the advertised role matches your needs, and you can directly demonstrate an ability to meet the skills required. If you fit the bill, we'll really look forward to hearing from you!

Successful applicants will be invited to Oxford for interview.
Please send your application to Tamsin Browning,
tamsin@bestfootforward.com.

Best Foot Forward is striving to be an equal opportunities employer and welcomes applications from all sections of the community.

